



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

110 N. College Ave. 8th Floor, Tyler, TX 75702 - 903-590-3212 Fax: 903-590-3226
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POSITION VACANCY ANNOUNCEMENT

Position: **Automation Support Specialist(s) - One fulltime or Two parttime employees**

Location: Plano, Texas

CL-25 or CL-26 depending upon qualifications and experience

(Min. Annual Salary \$ 34,408)

Job Posting Number: # 2005-1

Applications Due **No Later Than**

January 31, 2005

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The Clerk of the United States Bankruptcy Court for the Eastern District of Texas is accepting applications for an **Automation Support Specialist(s)**. This generalist position will be located in **Plano, Texas**. The candidate selected for the position will perform user, PC software and PC hardware support duties, server and network support duties, and Unix system and court-specific application software support. The position may be filled by one fulltime (80 hours for two-week period) or two parttime employees (40-hours for two-week period.)

POSITION OVERVIEW AND DUTIES AND RESPONSIBILITIES:

This position will provide automation support for the United States Bankruptcy Court for the Eastern District of Texas. Duties include the installation of hardware and software; trouble-shooting and repairing day-to-day user problems; performing basic repairs on PC equipment; performing back-ups on all systems; developing procedures and standards to ensure the validity and integrity of the back-ups; developing, running, analyzing and distributing ad hoc reports on various systems using appropriate tools; performing various data base maintenance duties as assigned; providing routine maintenance service on equipment and performing other duties as assigned. Travel to district offices is required for maintenance and installation of software/hardware, as well as installation of network and communication wiring. Physical efforts may be involved in moving, connecting or trouble-shooting hardware.

MINIMUM QUALIFICATION STANDARDS AND EDUCATIONAL SUBSTITUTIONS:

The incumbent must be a high school graduate or equivalent. The CL-26 level requires two years of general experience, and three years specialized experience, including at least one year equivalent to work at the CL-25 level. The CL-25 level requires two years specialized experience, including at least one year equivalent to work at the CL-24 level. Education above the high school level may be substituted for some work experience. The person selected for this position must possess strong written and verbal communication skills in order to interact with and train non-automation personnel. He or she must be able to interact with automation staff and system customers in a positive, supportive manner and work independently with minimal direct supervision. Applicants must demonstrate an outgoing personality (a "people person"), excellent communication skills, flexibility and a strong work ethic. Applicants may be asked to demonstrate abilities and/or provide evidence of accomplishments.

SPECIALIZED EXPERIENCE:

The incumbents are required to have technical skills, which may include experience with PC and web-based application developments, PC hardware, software, Novell LAN/WAN communications (TCP/IP); Windows NT/2000/XP, UNIX, WordPerfect, Lotus Notes, Excel, Lotus 1-2-3, Access, MS-Word and other related applications. General knowledge of the functions and procedures of the court desirable; thorough knowledge of computer processes and capabilities, including programming languages and data base management; good knowledge of word processing software and the ability to adapt it to local needs;

ability to perform routine hardware maintenance and repair; and experience in computer equipment analysis, configuration and installation. The incumbent should have two years of specialized automation experience related to the court's data processing, office automation, and data communications systems; general understanding of automation terminology and methodology, including the completion of computer project assignments which involve systems analysis, design, and programming, as well as knowledge of Novell Netware, Windows 95/98/NT/2000/XP, WordPerfect, Lotus Notes, and other related applications. HTML, SQL, PERL and ColdFusion a plus.

PROCEDURE:

Interested parties should submit an Application for Judicial Branch Federal Employment (AO-78 dated 6/03), along with a resume if desired, to Carol Thompson, HR, U. S. Bankruptcy Court, 110 N. College, 8th Floor Plaza Tower, Tyler, Texas 75702 **no later than January 31, 2005**. For proper routing, your fax should include a blank cover sheet with Carol Thompson typed on the sheet. See the Court's web site at www.txeb.uscourts.gov for the federal application and a detailed position vacancy announcement and application procedure.

INFORMATION TO APPLICANTS:

All appointees are "at will" employees subject to a one-year probationary period. The court will not pay for any location or relocation expenses. The position, whether fulltime or parttime, offers full federal benefits and is subject to mandatory direct deposit. Final candidates may be subject to a background check.

Applicants selected for a personal interview will receive a telephone call to schedule an interview. Only those applicants selected for an interview will receive communication from the court.

*****EQUAL OPPORTUNITY EMPLOYER*****

1/14/2005